



# **SMALL PURCHASE SUBSYSTEM (SPS)**

**FOLLOW ON TO AUTOMATED  
PROCUREMENT REQUEST SYSTEM (APRS)**

Distributed Information Systems Inc.  
February 22, 2001

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The Small Purchases Subsystem (SPS) is available thru your PROMIS password. From your Directories Menu, choose "E". If you have SPS privileges, your SPS processing screen will come up at this point. If you do not have SPS processing privileges a lockout screen will appear. As with other electronic data entry systems, SPS may be locked out on Fridays and at the end of the month.

If you do not have SPS privileges and desire them, contact Rick Glover to receive these privileges.

```
*** MSFC PROCUREMENT OFFICE SOFTWARE DIRECTORIES ***
PDMU000I      ALLISPS  ALLISON  PS                      09/07/1999 10:22AM

      DIRECTORY      DESCRIPTION
      -----
      A = PROMIS INQUIRY
      B = PROMIS UPDATE
      C = PROMIS BATCH
      D = PROMIS MANAGEMENT QUERIES
      E = SMALL PURCHASES SYSTEM (SPS)
      F = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
      G = ACQUISITION MANAGEMENT SUBSYSTEM (AMS)
      H = PROCUREMENT RECEIVING MODULE (PRM)
      I = SUBCONTRACT SUBSYSTEM (SUBS)
      J = QUERY LIBRARY

      SELECTION: E

                                     ? HELP, F11 LOGOFF
```

If you have Small Purchases Subsystem (SPS) privileges you select "E" for SPS.

The SPS is used for entering basic awards under \$25K and modifications to those awards. Awards under \$25K are made in PROMIS. When a modification to a basic award brings the award value over \$25K, the award is made in PROMIS and the Acquisition Management Subsystem (AMS). For awards where a modification takes the award value over \$25K, and Individual Procurement Action Report (IPAR) must be completed for the basic award and all modifications and forwarded with the award document.

Both basic award and modification activities are performed through option C of the SPS Main Menu.

## **SECTION I**

### **◆ SPS MAIN MENU**

```
*** MSFC SMALL PURCHASES SYSTEM ***
PSMU000I      ALLISPS  ALLISON  PS                      09/07/1999 01:52PM

SELECTION      DESCRIPTION
-----
A = PROCUREMENT REQUEST (PR) PROCESSING
B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING
C = PURCHASE ORDER (PO) PROCESSING
D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
E = PROMIS INQUIRY
Q = QUIT

SELECTION: _
```

Enter “A” for Procurement Request (PR) Processing.

### **◆ DISPLAY A LIST OF OPEN PR'S**

```
*** MSFC SMALL PURCHASES PR PROCESSING ***
PUPR000I      ALLISPS  ALLISON  PS                      09/07/1999 10:31AM

SELECTION      DESCRIPTION
-----
A = DISPLAY A LIST OF OPEN PR'S
B = DISPLAY PR APPROVALS
C = UPDATE PR INFORMATION
D = UPDATE PR MILESTONES
E = UPDATE PR LINE ITEMS
F = ADD PR LINE ITEMS
G = DISPLAY ACCOUNTING DATA
H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
            ? = HELP
            Q = QUIT

SELECTION: A      ENTER BUYER CODE: 23-A
```

Select "A" and enter Buyer Code to display a list of open Purchase Requests.

MORE						
PIPR010I		OPEN PR'S FOR: JANE DOE			09/07/1999 10:34AM	
EMERGENCY FLAG	DCN	SP	CA	RECEIVED NEEDED	DESCRIPTION	EST \$ CMD \$
-----						
E	1921C4289			07/19/99	LASER ENGINEERED NET	374,162.50
				09/15/99	SHAPING EQUIPMENT AND ACCESSORIES	448,995.00
	1921C3723			06/03/99	REPLACEMENT VACUUM	24,166.66
				07/30/99	SYSTEM FOR MARTIAN SIMULATION CHAMBER	29,000.00
	1921C3931			06/03/99	SOLAR SIMULATOR	24,455.00
				06/01/99		29,346.00
	1921C4062			06/17/99	TEMPERATURE/HUMIDITY	17,083.33
				09/30/99	CHAMBER	20,500.00
	19EDC4174			06/24/99	ORDER GOW-MAC 580 GAS	.00
				06/30/99	CHROMATOGRAPH	25,530.00

This screen lists Purchase Requests (PR's) by emergency PR's first, then in the order they were entered into PROMIS.

## ◆ DISPLAY PR APPROVALS

*** MSFC SMALL PURCHASES PR PROCESSING ***			
PUPR000I		ALLISPS ALLISON PS	09/07/1999 10:36AM
SELECTION	DESCRIPTION		
-----	-----		
	A = DISPLAY A LIST OF OPEN PR'S		
	B = DISPLAY PR APPROVALS		
	C = UPDATE PR INFORMATION		
	D = UPDATE PR MILESTONES		
	E = UPDATE PR LINE ITEMS		
	F = ADD PR LINE ITEMS		
	G = DISPLAY ACCOUNTING DATA		
	H = VOID PR LINE ITEM		
--- NEW ---	I = PRINT A PR (FORM 55) POSTSCRIPT PRINTER REQUIRED		
	? = HELP		
	Q = QUIT		
SELECTION: B	ENTER DCN: 1921C4289 SUP: ____		

Choose "B" to display Purchase Request (PR) approvals, and enter the Document Control Number (DCN).

```
MORE
PIPR020I          OPEN PR APPROVALS FOR DCN: 1921C4289
09/07/1999 10:40AM

      ACTIVITY          SYMBOL      APPROVED BY      PHONE      APPROVED
-----
CATALOGING ACTION      CN44      CASTELEIN      RONALD      C 544-4783 07/06/99
NON AVAILABILITY      AL21      MARSHALL      SANDRA      C 544-9419 06/28/99
DIVISION              ED34      CLINTON      RAYMOND      G 544-2682 06/18/99
LAB                   ED30      WHITAKER      ANN          F 544-2510 06/18/99
FUNDS CERTIFICATION    BF20      FOLSOM        JOAN          F 4-7302  07/09/99
```

The approvals are done in the Automated Procurement Request System (APRS) and are supplied to the Small Purchase Subsystem (SPS).

### ◆ UPDATE PR INFORMATION

```
PUPR000I          *** MSFC SMALL PURCHASES PR PROCESSING ***
ALLISPS  ALLISON  PS                                09/07/1999 10:41AM

SELECTION  DESCRIPTION
-----
      A = DISPLAY A LIST OF OPEN PR'S
      B = DISPLAY PR APPROVALS
      C = UPDATE PR INFORMATION
      D = UPDATE PR MILESTONES
      E = UPDATE PR LINE ITEMS
      F = ADD PR LINE ITEMS
      G = DISPLAY ACCOUNTING DATA
      H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
            ? = HELP
            Q = QUIT

SELECTION: C      ENTER DCN: 1921C4289 SUP: ____
```

Enter "C" and the Document Control Number (DCN) to display updated Purchase Request (PR) information.

\*\*\* MSFC PROCUREMENT MANAGEMENT INFORMATION SYSTEM \*\*\*

-OPEN PROCUREMENT REQUEST-

PR NUMBER: 1921C4289    SUPPL. NUMBER:    BUYER/TEL: 23-Z 4-9187  
 DATE (MMDDYYYY): 7191999    ORIGINATOR CODE: ED34    JANE DOE  
 PR DESCRIPTION: LASER ENGINEERED NET\_\_\_\_\_  
                          SHAPING EQUIPMENT AND\_\_\_\_\_  
                          ACCESSORIES\_\_\_\_\_  
                          \_\_\_\_\_  
                          \_\_\_\_\_  
                          \_\_\_\_\_  
 CO-ORDINATOR CODE: 39    FED SUPPLY GR: 6650  
 ESTIMATED AMOUNT: 374162.50\_\_\_\_\_  
 VENDOR CODE: 0\_\_\_\_\_  
 TPA CODE: 221\_\_\_\_\_  
 SPLIT NBR: \_\_\_\_\_  
 CONTRACT NUMBER: \_\_\_\_\_

PROJ NEED DATE (MMDDYYYY): 9151999\_  
 DISP FLAG: \_\_\_\_\_  
 EMERGENCY FLAG: E  
 HQ FLAG: 0  
 INCREMENT FUND FLAG: \_

LAST UPDATE: 19990721  
 1311269  
 DOEJANE

Here data may be changed for updating purposes.

## ◆ UPDATE PR MILESTONES

PUPR000I    \*\*\* MSFC SMALL PURCHASES PR PROCESSING \*\*\*    09/07/1999 10:55AM  
 ALLISPS    ALLISON    PS

SELECTION	DESCRIPTION
A	DISPLAY A LIST OF OPEN PR'S
B	DISPLAY PR APPROVALS
C	UPDATE PR INFORMATION
D	UPDATE PR MILESTONES
E	UPDATE PR LINE ITEMS
F	ADD PR LINE ITEMS
G	DISPLAY ACCOUNTING DATA
H	VOID PR LINE ITEM
I	PRINT A PR (FORM 55)    POSTSCRIPT PRINTER REQUIRED
?	HELP
Q	QUIT

--- NEW ---

SELECTION: D    ENTER DCN: 1921C4289 SUP: \_

Select "D" and enter Document Control Number to update milestones data.



PUPR040I		OPEN PR MILESTONES DCN: 1921C4289		09/07/1999 10:55AM			
MILESTONE	ORIG DATE	RESCHED DATE	OVER RIDE	ACTUAL DATE	---COMMENTS---	WORK DAYS	
DESCRIPTION	MMDDYYYY	MMDDYYYY	(*)	MMDDYYYY	CODE (-)	DATE MMDDYYYY	LATE VAR CUM
1. PROC PKG COMPL	7191999	7191999		7191999	-	0	0 0
2. SOLICIT ISSUED	8181999	7191999		0	-	0	0 0
3. PROPOSAL RECVD	9021999	8181999		0	-	0	0 0
4. TECH EVAL CMPL	9091999	9021999		0	-	0	0 0
5. PRICING CMPL	9161999	9091999		0	-	0	0 0
6. NEGOTIATED	9231999	9161999		0	-	0	0 0
7. CONTRACT AWARD	9301999	9231999		0	-	0	0 0

PROJECT NEED DATE: 9151999      REMARKS: QUOTES DUE 7/27/99.\_\_\_\_\_  
 TPA CODE: 221      SENT TO PS16 7/21/99 FOR  
 BUYER CODE: 22-C      APPROVAL ON MSFC 450.\_\_\_\_\_  
 \* MANUAL OVERRIDDEN SCHEDULE DATE

Dates and remarks should be entered to show latest status.

## ◆ UPDATE LINE ITEMS

PUPR000I		*** MSFC SMALL PURCHASES PR PROCESSING ***		09/07/1999 10:56AM	
ALLISPS ALLISON PS					
SELECTION	DESCRIPTION				
-----	-----				
	A = DISPLAY A LIST OF OPEN PR'S				
	B = DISPLAY PR APPROVALS				
	C = UPDATE PR INFORMATION				
	D = UPDATE PR MILESTONES				
	E = UPDATE PR LINE ITEMS				
	F = ADD PR LINE ITEMS				
	G = DISPLAY ACCOUNTING DATA				
	H = VOID PR LINE ITEM				
--- NEW ---	I = PRINT A PR (FORM 55) POSTSCRIPT PRINTER REQUIRED				
	? = HELP				
	Q = QUIT				
SELECTION: E	ENTER DCN: 1921C4289 SUP: ____				

Enter "E" and the Document Control Number (DCN) to update the line items related to that DCN.

PUPR050I	UPDATE PR: 1921C4289 SUP:	LINE ITEM: 1	09/07/1999 11:07AM
----------	---------------------------	--------------	--------------------

```

NEXT ITEM: ____ QTY: 1    UNIT: 1    COST: 336450.00    TOTL:    336,450.00
                FSN: 6650          PART: LENS 750      CLASS:
D: DIRECT METAL DEPOSITION SYSTEM_____
E: ._____
S: SYSTEM PURCHASE PRICE TO INCLUDE: ON-SITE START UP SERVICE WHICH INCLUDES UP
C: TO FIVE DAYS OF LENS SYSTEM SETUP; FINE TUNING AND ORIENTATION, TRAVEL AND___
R: EXPENSES AT A TOTAL COST OF $7500._____
I: SYSTEM TRAINING AND ORIENTATION FOR FOUR (4) PEOPLE AT OPTOMEC'S FACILITY IN
P: ALBUQUERQUE AT NO COST._____
T: ._____
I: SIC CODE: 3827  SIZE STANDARD: 500    PSN: 6650_____
O: _____
N: _____
: _____
: _____
: _____
: _____
: _____
: _____
: _____
: _____
: _____

```

This screen will pull up all information regarding the first line item relating to the Document Control Number entered. You may have up to ninety-nine items and may go to a certain line item by entering that line item number by "Next Item." Quantity, a 4 digit numeric field, Unit, a 2 digit alpha field, Cost, a 12 digit plus 2 decimal numeric field and Description can be updated in this mode. Also Federal Stock Numbers (FSN), Part Number and Class can be updated and should be entered if known.

### ◆ ADD PR LINE ITEMS

```

PUPR000I      *** MSFC SMALL PURCHASES PR PROCESSING ***      09/07/1999 11:12AM
ALLISPS      ALLISON PS
SELECTION      DESCRIPTION
-----
A = DISPLAY A LIST OF OPEN PR'S
B = DISPLAY PR APPROVALS
C = UPDATE PR INFORMATION
D = UPDATE PR MILESTONES
E = UPDATE PR LINE ITEMS
F = ADD PR LINE ITEMS
G = DISPLAY ACCOUNTING DATA
H = VOID PR LINE ITEM
--- NEW ---    I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
                ? = HELP
                Q = QUIT

SELECTION: F      ENTER DCN: 1921C4289 SUP: ____

```

Enter "F" and the Document Control Number (DCN) to add Purchase Request (PR) line items.

```

PUPR060I      ADD PR LINE ITEM TO DCN: 1921C4289 SUP:      09/07/1999 11:15AM
LINE ITEM: 7   QTY:      UNIT:      COST:
               FSN:      PART:      CLASS:

D:
E:
S:
C:
R:
I:
P:
T:
I:
O:
N:
:
:
:
:
:
:
:
:
:
:
:

```

Here enter line item information as described on pervious page.

## ◆ DISPLAY ACCOUNTING DATA

```

*** MSFC SMALL PURCHASES PR PROCESSING ***
PUPR000I      ALLISPS      ALLISON  PS      09/07/1999 11:33AM

SELECTION      DESCRIPTION
-----      -----
A = DISPLAY A LIST OF OPEN PR'S
B = DISPLAY PR APPROVALS
C = UPDATE PR INFORMATION
D = UPDATE PR MILESTONES
E = UPDATE PR LINE ITEMS
F = ADD PR LINE ITEMS
G = DISPLAY ACCOUNTING DATA
H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
              ? = HELP
              Q = QUIT

SELECTION: G      ENTER DCN: 1921C4289 SUP: ____

```

Enter a "G" and Document Control Number (DCN) to view accounting data.

PUPR070I      ACCOUNTING DATA FOR DCN: 1921C4289 SUP:      09/07/1999 11:34AM

	PROGRAM CODE	COMMITTED AMOUNT	EXP FUNDS
	-----	-----	-----
1.	9533600F668EH900M3002621	207,500.00	
2.	9920000F668RA900M3002621	192,500.00	
3.	2503015F668EH900M3002621	38,995.00	
4.	4787824F668EH900M3002621	3,184.32	
5.	4788840F668EH900M3002621	6,815.68	
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

This is a view only screen.

## ◆ VOID PR LINE ITEMS

```

*** MSFC SMALL PURCHASES PR PROCESSING ***
PUPR000I      ALLISPS  ALLISON  PS                      09/07/1999 11:43AM

SELECTION      DESCRIPTION
-----
          A = DISPLAY A LIST OF OPEN PR'S
          B = DISPLAY PR APPROVALS
          C = UPDATE PR INFORMATION
          D = UPDATE PR MILESTONES
          E = UPDATE PR LINE ITEMS
          F = ADD PR LINE ITEMS
          G = DISPLAY ACCOUNTING DATA
          H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
          ? = HELP
          Q = QUIT

SELECTION: H      ENTER DCN: 1921C4289 SUP: __

```

Enter “H” and the Document Control Number (DCN) to void Purchase Request (PR) line item.

```

PUPR080I      VOID PR: 1921C4289 SUP:      LINE ITEM: 1      09/07/1999 11:42AM

```

```

NEXT ITEM: ____ QTY: 1      UNIT: 1  COST: 336450.00    TOTAL: 336450.00
CONFIRM 'Y': _ FSN: 6650      PART: LENS 750    CLASS:

```

```

D: DIRECT METAL DEPOSITION SYSTEM
E: .
S: SYSTEM PURCHASE PRICE TO INCLUDE: ON-SITE START UP SERVICE WHICH INCLUDES UP
C: TO FIVE DAYS OF LENS SYSTEM SETUP; FINE TUNING AND ORIENTATION, TRAVEL AND
R: EXPENSES AT A TOTAL COST OF $7500.
I: SYSTEM TRAINING AND ORIENTATION FOR FOUR (4) PEOPLE AT OPTOMECS FACILITY IN
P: ALBUQUERQUE AT NO COST.
T: .
I: SIC CODE: 3827  SIZE STANDARD: 500      PSN: 6650
O:
N:
:
:
:
:
:
:
:
:

```

Line Items cannot be deleted, but can be voided. Enter item number of line item to be voided at “Next Item.” Tab to “Confirm” and enter “Y”. The work “VOID” will appear across the line item screen. If you find that you have inadvertently voided an item, see “F – Disapprove Change Acct/CR Card/Manual LI PO” of this instruction manual.

## ◆ PRINT A PR

```

*** MSFC SMALL PURCHASES PR PROCESSING ***
PUPR000I      ALLISPS  ALLISON  PS                      09/07/1999 11:45AM

      SELECTION  DESCRIPTION
      -----
      A = DISPLAY A LIST OF OPEN PR'S
      B = DISPLAY PR APPROVALS
      C = UPDATE PR INFORMATION
      D = UPDATE PR MILESTONES
      E = UPDATE PR LINE ITEMS
      F = ADD PR LINE ITEMS
      G = DISPLAY ACCOUNTING DATA
      H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
              ? = HELP
              Q = QUIT

      SELECTION: I      ENTER DCN: 1921C4289 SUP: ____

```

Enter an “I” and Document Control Number (DCN) to Print a Purchase Request (PR).

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

IF THE SERVER OR PRINTER NAME IS BLANK OR INVALID  
A WINDOW WILL BE DISPLAYED REQUESTING PRINTER SELECTION  
BY BUILDING & ROOM NUMBER

PLEASE ENTER SERVER NAME: PRT4202  
PRINTER NAME: 4202\_207\_A

\* NOTE: DG & VAX PRINTERS ARE NO LONGER SUPPORTED BY PROMIS  
A POSTSCRIPT PRINTER IS REQUIRED (NAME ENDS IN PS)

ARE YOU SURE THE ABOVE INFORMATION IS CORRECT (YES OR NO)

To set up your default printer follow the steps below.

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

'F5' - RETURN TO CRITERIA SELECTION  
'F6' - RETURN TO FIELD SELECTION

IF THE SERVER OR PRINTER NAME IS BLANK OR INVALID  
A WINDOW WILL BE DISPLAYED REQUESTING PRINTER SELECTION  
BY BUILDING & ROOM NUMBER

PLEASE ENTER SERVER NAME:  
PRINTER NAME:

\* NOTE: DG & VAX PRINTERS ARE NO LONGER SUPPORTED BY PROMIS

## STEPS:

1. Clear both server and printer names <ENTER>.

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

Netprint Upgrade Notification

MSFC is currently reviewing printer workload. In an effort to increase printing efficiency, some printers are being associated with new servers. Your existing server/printer combination has been reconfigured to a new server. Please re-select your printer using the selection criteria on the next screen. Once you have selected a valid printer and you have saved it as your default, you will no longer see this message. Thank you for your assistance.

(Press ENTER to continue)

## STEPS:

1. <ENTER>

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

PRESS ENTER TO CONFIRM..

### Printer Selection Criteria

Press Enter to confirm printer selection or change any selection criteria to invoke change.

Search by: B [ B :Building or S :Server/Node]

Server/Node: \_\_\_\_\_ Building: 4202 \_\_\_\_\_

Printer Id: \_\_\_\_\_ Room: \_\_\_\_\_

Print Class: \_

### Printer Information:

Site Id: 6200

Type:

Platform:

Font: L1SSTD1C

Printer Description:

PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Prev Next

## STEPS:

1. Move cursor to Search By: *enter* <B> to search by building.
2. Move cursor to Building, *enter* building number and hit <ENTER>

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

Mark the printer selection with an "X" and press <ENTER>.  
 Selection by: B [ B :Building S :Server/Node] Building: 4202\_\_\_\_  
 Room No: \_\_\_\_\_

Selection	Server/Node	Building	Room	Printer Description
—	PRT4202	4202	127	HP LaserJet 5 PS
—	MSFC-PRT1	4202	127	APPLE LASERWRITER 16/600
—	PRT4202	4202	132A	HP LASERJET 4050_PS
—	MSFCNWPRT1	4202	2ND	TEKTRONIX PHASER III PXI
—	PRT4202	4202	200	HP LaserJet 5 PS
—	PRT4202	4202	200A	HP LaserJet 5 PS
—	PRT4202	4202	202	HP LaserJet 5 PS
—	PRT4202	4202	203	HP LaserJet 5 PS
—	PRT4202	4202	205	HP LaserJet 5 PS
—	PRT4202	4202	207	HP LaserJet 5 PS

PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Prev Next Up Down

## STEPS:

1. Find room number, if not on first list of printers, scroll down to the next list by using the F8 key.
2. Select a printer by moving cursor, not mouse, by the correct printer and <ENTER>.

THE REPORT WILL BE ROUTED TO THE REQUESTED SERVER AND PRINTER

'F5' - RETURN TO CRITERIA SELECTION  
 'F6' - RETURN TO FIELD SELECTION

IF THE SERVER OR PRINTER NAME IS BLANK OR INVALID  
 A WINDOW WILL BE DISPLAYED REQUESTING PRINTER SELECTION  
 BY BUILDING & ROOM NUMBER

PLEASE ENTER SERVER NAME: PRT4202  
 PRINTER NAME: 4202\_207\_A

\* NOTE: DG & VAX PRINTERS ARE NO LONGER SUPPORTED BY PROMIS

ARE YOU SURE THE ABOVE INFORMATION IS CORRECT (YES OR NO)? YES  
 DO YOU WANT TO MAKE THIS YOUR NEW DEFAULT PRINTER(Y/N)? YES

## STEPS:



1. The server and printer name will appear in the proper areas. If not correct follow all previous steps again. If correct, *enter* “Yes”.
2. *Enter* “Yes” if you want this printer to be your default printer.
3. <ENTER>

```
JOB SUCCESSFULLY SUBMITTED TO BATCH QUEUE
```

## STEPS:

1. Hit <ENTER> to return to the criteria selection screen.

## ◆ ? HELP

```

PUPR000I      *** MSFC SMALL PURCHASES PR PROCESSING ***      09/07/1999 11:48AM
ALLISPS  ALLISON  PS

SELECTION      DESCRIPTION
-----
          A = DISPLAY A LIST OF OPEN PR'S
          B = DISPLAY PR APPROVALS
          C = UPDATE PR INFORMATION
          D = UPDATE PR MILESTONES
          E = UPDATE PR LINE ITEMS
          F = ADD PR LINE ITEMS
          G = DISPLAY ACCOUNTING DATA
          H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
          ? = HELP
          Q = QUIT

SELECTION: ?

```

Enter a “?” to view help screen for this menu.

SMALL PURCHASES HELP SCREEN	
MODE SELECTION	
A -	THIS SELECTION LISTS ALL THE OPEN PR'S FOR A SPECIFIC BUYER.
B -	THIS SELECTION LISTS ALL THE APPROVAL SIGNATURES FOR A SPECIFIC PR.
C -	THIS SELECTION ALLOWS THE UPDATE OF PR INFORMATION FOR A SPECIFIC PR.
D -	THIS SELECTION ALLOWS THE UPDATE OF A SPECIFIC PR'S MILESTONES.
E -	THIS SELECTION ALLOWS THE UPDATE OF THE LINE ITEMS FOR A SPECIFIC PR.
F -	THIS SELECTION ALLOWS THE ADDITION OF LINE ITEMS FOR A SPECIFIC PR.
G -	THIS SELECTION ALLOWS THE UPDATE OF ACCOUNTING DATA FOR A SPECIFIC PR.
H -	THIS SELECTION ALLOWS A LINE ITEM TO BE CANCELLED FOR A SPECIFIC PR.
I -	THIS SELECTION ALLOWS THE PRINTING OF A SPECIFIC SF55.
Q -	THIS SELECTION TAKES THE USER BACK TO THE SPS MENU.

## Help Screen

### ◆ QUIT PR PROCESSING

```

*** MSFC SMALL PURCHASES PR PROCESSING ***
PUPR000I      ALLISPS  ALLISON PS      09/07/1999 01:49PM

SELECTION      DESCRIPTION
-----
A = DISPLAY A LIST OF OPEN PR'S
B = DISPLAY PR APPROVALS
C = UPDATE PR INFORMATION
D = UPDATE PR MILESTONES
E = UPDATE PR LINE ITEMS
F = ADD PR LINE ITEMS
G = DISPLAY ACCOUNTING DATA
H = VOID PR LINE ITEM
--- NEW --- I = PRINT A PR (FORM 55)  POSTSCRIPT PRINTER REQUIRED
? = HELP
Q = QUIT

SELECTION: Q

```

Enter “Q” to end session and to return to the Small Purchases Subsystem’s (SPS) main menu.

## SECTION II

### ◆ REQUEST FOR QUOTE

PSMU000I	*** MSFC SMALL PURCHASES SYSTEM ***	09/07/1999 01:52PM
ALLISPS	ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = PROCUREMENT REQUEST (PR) PROCESSING	
	B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING	
	C = PURCHASE ORDER (PO) PROCESSING	
	D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)	
	E = PROMIS INQUIRY	
	Q = QUIT	
SELECTION: B		

Enter “B” to initiate the request for quote processing.

PURQ000I	*** MSFC SMALL PURCHASES BID ABSTRACT ***	09/07/1999 01:53PM
ALLISPS	ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = ADD VENDORS TO BID ABSTRACT	
	B = UPDATE VENDOR IN BID ABSTRACT	
	C = DELETE VENDOR FROM BID ABSTRACT	
	D = UPDATE BID ABSTRACT	
--- NEW ---	E = PRINT RFQ (BLANK VENDOR NAME)	POSTSCRIPT PRINTER
--- NEW ---	F = PRINT RFQ's FOR ALL VENDORS	POSTSCRIPT PRINTER
--- NEW ---	G = PRINT BID ABSTRACT	POSTSCRIPT PRINTER
	? = HELP	
	Q = QUIT	
SELECTION: A		

Enter “A” to add vendors to the bid abstract.

PURQ000I	*** MSFC SMALL PURCHASES BID ABSTRACT ***	09/07/1999 01:53PM
ALLISPS	ALLISON PS	

SELECTION	DESCRIPTION
A	= ADD VENDORS TO BID ABSTRACT
B	= UPDATE VENDOR IN BID ABSTRACT
C	= DELETE VENDOR FROM BID ABSTRACT
D	= UPDATE BID ABSTRACT
--- NEW --- E	= PRINT RFQ (BLANK VENDOR NAME) POSTSCRIPT PRINTER
--- NEW --- F	= PRINT RFQ's FOR ALL VENDORS POSTSCRIPT PRINTER
--- NEW --- G	= PRINT BID ABSTRACT POSTSCRIPT PRINTER
?	= HELP
Q	=

  

SELECTION: A	ENTER DCN: 1921C4289 SUP: ____ ** PLACE AN 'X' BY DESIRED METHOD ** X ADD NON PROMIS VENDOR _ ADD A PROMIS VENDOR BY VID, VID: ____ _ SELECT PROMIS VENDORS FROM AN ALPHA LIST _ SELECT PROMIS ROTATED VENDORS BY COMMODITY _ RETURN TO PREVIOUS MENU PLEASE SPECIFY A DESIRED METHOD
--------------	--

After entering an “A” <ENTER>, a box will appear for selecting vendors. The first option is to add a non-PROMIS vendor, place an “X” to initiate this process and hit <ENTER>.

PURQ010I	ADD NON PROMIS VENDOR	09/07/1999 01:58PM
NAME:	_____	
DIVISION:	_____	
STREET:	_____	
CITY:	_____	
STATE:	_____	
ZIP:	00000	
PHONE:	_____	
CONTACT:	_____	
ENTER INFO TO BE ADDED OR LEAVE NAME BLANK TO EXIT		

This screen will allow vendors to be added to the bid abstract without a vendor or cage code, but in the award process it will not let you award without a vendor code.

```
PURQ000I      *** MSFC SMALL PURCHASES BID ABSTRACT ***      09/07/1999 01:59PM
ALLISPS  ALLISON  PS

SELECTION      DESCRIPTION
-----
A = ADD VENDORS TO BID ABSTRACT
B = UPDATE VENDOR IN BID ABSTRACT
C = DELETE VENDOR FROM BID ABSTRACT
D = UPDATE BID ABSTRACT
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)  POSTSCRIPT PRINTER
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER
--- NEW --- G = PRINT BID ABSTRACT             POSTSCRIPT PRINTER
? = HELP
Q =

SELECTION: A      ENTER DCN: 1921C4289  SUP:  _
                   ** PLACE AN 'X' BY DESIRED METHOD **
                   _ ADD NON PROMIS VENDOR
                   X ADD A PROMIS VENDOR BY VID, VID: 12345
                   _ SELECT PROMIS VENDORS FROM AN ALPHA LIST
                   _ SELECT PROMIS ROTATED VENDORS BY COMMODITY
                   _ RETURN TO PREVIOUS MENU
                   PLEASE SPECIFY VENDOR ID FOR THIS OPTION
```

To add a vendor with a known vendor code, place an “X” on the second line and enter vendor code number.

```
PURQ011I      ADD A PROMIS VENDOR BY VID      09/07/1999 02:01PM

NAME:      AL WHOLESALE DRUG CO_____
DIVISION:  _____
STREET:    322 WASHINGTON NW_____
CITY:      HUNTSVILLE_____
STATE:     AL
ZIP:       35801

PHONE:     _____
CONTACT:   _____

ENTER INFO TO BE ADDED OR LEAVE NAME BLANK TO EXIT
```

Vendor is then brought up to add to bid abstract list.

MORE  
Page

1

99-09-07 14:01:00

A PROMIS VENDOR HAS BEEN ADDED TO BID ABSTRACT

After entering, a message will be shown to let you know that the vendor has been added.

```
PURQ000I      *** MSFC SMALL PURCHASES BID ABSTRACT ***      09/07/1999 02:21PM
ALLISPS  ALLISON  PS

SELECTION  DESCRIPTION
-----
A = ADD VENDORS TO BID ABSTRACT
B = UPDATE VENDOR IN BID ABSTRACT
C = DELETE VENDOR FROM BID ABSTRACT
D = UPDATE BID ABSTRACT
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)  POSTSCRIPT PRINTER
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER
--- NEW --- G = PRINT BID ABSTRACT             POSTSCRIPT PRINTER
? = HELP
Q =

SELECTION: A  ENTER DCN: 1921C4289  SUP: ____
               ** PLACE AN 'X' BY DESIRED METHOD **
               _ ADD NON PROMIS VENDOR
               _ ADD A PROMIS VENDOR BY VID, VID: ____
               X SELECT PROMIS VENDORS FROM AN ALPHA LIST
               _ SELECT PROMIS ROTATED VENDORS BY COMMODITY
               _ RETURN TO PREVIOUS MENU
```

To select a vendor from the PROMIS vendor listing, place an “X” on the third line.

PURQ012I                      SELECT PROMIS VENDORS FROM LIST                      09/07/1999 02:03PM

ENTER NEW STARTING POINT: \_\_\_\_\_

PLACE AN 'X' TO SELECT A VENDOR OR A 'Q' TO QUIT

SEL	VENDOR CODE	VENDOR	CITY	ST	ZIP	BUS- CODE	MINO CODE	WOMEN RITY OWNED
-	52361	@ONCE	HENDERSON	NV	89014	S		
-	11323	A & D	SUNNYVALE	CA	94086	S		
-	16114	A & N CORPORATION	INGLIS	FL	32649	S		
-	16094	A & P ALLOYS INC	W BRIDGEWATER	MA	02379	S		
-	18498	A & R UPHOLSTERY	DEACATUR	AL	35601	S		
-	23916	A B Z INC	CHANTILLY	VA	22021	S		
-	22356	A B&P TRANSMISSION	HUNTSVILLE	AL	35816	L		
-	52458	A C D SYSTEMS INC	BELLINGHAM	WA	98226	S		
-	50135	A D F SYSTEMS LTD	HUMBOLDT	IA	50548	S		
-	20425	A D I	ATLANTA	GA	30336	S		

The vendors are brought up in alphabetical order, enter the first few letters of the name of the vendor at “Enter New Starting Point”, and hit <ENTER>. Then place an “X” beside vendor code and hit <ENTER> once again and this will add the vendor to the bid abstract.

PURQ000I                      \*\*\* MSFC SMALL PURCHASES BID ABSTRACT \*\*\*                      09/07/1999 02:22PM  
ALLISPS    ALLISON    PS

SELECTION    DESCRIPTION

-----  
A = ADD VENDORS TO BID ABSTRACT  
B = UPDATE VENDOR IN BID ABSTRACT  
C = DELETE VENDOR FROM BID ABSTRACT  
D = UPDATE BID ABSTRACT  
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)    POSTSCRIPT PRINTER  
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER  
--- NEW --- G = PRINT BID ABSTRACT    POSTSCRIPT PRINTER  
? = HELP  
Q =

SELECTION: A

ENTER DCN: 1921C4289    SUP: \_\_\_\_\_  
\*\* PLACE AN 'X' BY DESIRED METHOD \*\*  
\_ ADD NON PROMIS VENDOR  
\_ ADD A PROMIS VENDOR BY VID, VID: \_\_\_\_\_  
\_ SELECT PROMIS VENDORS FROM AN ALPHA LIST  
X SELECT PROMIS ROTATED VENDORS BY COMMODITY  
\_ RETURN TO PREVIOUS MENU

To add a rotated vendor by commodity, enter an “X” on the fourth line.

PURQ013I		SELECT PROMIS ROTATED VENDORS		09/07/1999 02:07PM	
(ENTER VALUE IN DESIRED FIELDS)					
-----	FIELD NAME-----	--FROM--		--THRU--	
SIC CODES: 1. = ? _____ - _____					
2. = _____ - _____					
3. = _____ - _____					
COMMODITY CODES: 1. = _____ - _____					
2. = _____ - _____					
3. = _____ - _____					
ZIP CODES: 1. = _____ - _____					
STATES: _ _ _ _					
BUSINESS CODES: _ (A) SMALL MINORITY					
(MARK DESIRED _ (B) SMALL MINORITY WOMAN-OWNED					
SELECTION) _ (C) SMALL WOMAN-OWNED					
_ (D) SBA(8A)					
_ (E) SMALL AND 8(A)					
_ (F) OTHER SMALL					
_ (L) LARGE					

You can place a “?” in the field were data is needed, to start a search, example by SIC Code, Commodity Code or Zip Code. You may place and “X” beside the type of Business Code to further narrow the search.

PURQ013I		SELECT PROMIS ROTATED VENDORS		09/07/1999 02:07PM	
(ENTER VALUE IN DESIRED FIELDS)					
-----	FIELD NAME-----	--FROM--		--THRU--	
ENTER SEARCH CRITERIA FOR THE MAJOR AND/OR MINOR DESCRIPTION					
--- MAJOR DESCRIPTION --- --- MINOR DESCRIPTION ---					
ABRASIVE_____					

If you have chosen to search by Commodity Code and have hit <Enter> the screen provided will allow search for major and minor descriptions to find correct codes.



PURQ013I                      SELECT PROMIS ROTATED VENDORS                      09/07/1999 02:07PM

(ENTER VALUE IN DESIRED FIELDS)

----- FIELD NAME-----                      --FROM--                      --THRU--

PLACE AN 'F' (FROM) OR A 'T' (THRU) BY DESIRED SELECTION(S)  
OR 'Q' (QUIT) TO RETURN FROM THE WINDOW

_	32910000	ABRASIVE PRODUCTS	
_	32910001	ABRASIVES	BANDS
_	32910004	ABRASIVES	COMPOUNDS
_	32910007	ABRASIVES	CORDS
_	32910010	ABRASIVES	GRIT
_	32910013	ABRASIVES	OTHER
_	32910016	ABRASIVES	PAPER
_	32910019	ABRASIVES	PASTE
_	32910022	ABRASIVES	ROLLS
_	32910025	ABRASIVES	SHEETS
_	32910028	ABRASIVES	SHOTS
_	32910031	ABRASIVES	WHEELS

Place an "F" and "T" for "From and Thru" to make selection to rotate vendors. These steps are repeated until all desired vendors are chosen.

PURQ013I                      SELECT PROMIS ROTATED VENDORS                      09/07/1999 02:07PM

PLACE AN 'X' BY DESIRED SELECTION

SEL	VID	VENDOR	CONTACT	BUS CODES
-	0015882	PORTER-WALKER	(615)388-1861	L
-	0050331	COLUMBIA                      TN 38401	JAMES M FLEMING	
-	0005445	RELIABLE CUSTODIAL MAINT & SUPPLIES                      FL 33067	(954)346-6044	S W
-	0015600	CORAL SPRINGS                      CA 93401	JENNIFER LECKEY	
-	0006675	STRASBAUGH R HOWARD INC                      CA 93401	(805)541-6424	OTH S
-	0053341	SAN LUIS OBISPO                      CA 92121	ED BRADLEY	
-	0007988	CAL WEST PRODUCTS                      CA 92121	(800)733-8484	S W
-	0006675	SAN DIEGO                      AL 35804	LAUREEN J FREEMAN	
-	0053341	HOPPER HARDWARE & MILL                      AL 35804	(205)534-1225	OTH S
-	0007988	HUNTSVILLE                      AL 35601	BOBBY HOPPER	
-	0053341	CLABORN SPECIALTIES                      AL 35601	(256)355-2396	S W
-	0007988	DECATUR                      NY 11590	PATRICIA A COOK	
-	0007988	METCO INC                      NY 11590		OTH S
-	0007988	WESTBURY                      NY 11590		

After hitting <ENTER>, the last awardee is shown at the top of the list. To make selections place an “X” by each vendor to be added to the bid abstract and hit <ENTER>.

Page	1	99-09-07 14:15:23
A PROMIS VENDOR HAS BEEN ADDED TO BID ABSTRACT		

A message will confirm that the vendor has been added to the bid abstract.

PURQ000I	*** MSFC SMALL PURCHASES BID ABSTRACT ***	09/07/1999 02:17PM
	ALLISPS ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = ADD VENDORS TO BID ABSTRACT	
	B = UPDATE VENDOR IN BID ABSTRACT	
	C = DELETE VENDOR FROM BID ABSTRACT	
	D = UPDATE BID ABSTRACT	
--- NEW ---	E = PRINT RFQ (BLANK VENDOR NAME)	POSTSCRIPT PRINTER
--- NEW ---	F = PRINT RFQ's FOR ALL VENDORS	POSTSCRIPT PRINTER
--- NEW ---	G = PRINT BID ABSTRACT	POSTSCRIPT PRINTER
	? = HELP	
	Q =	
SELECTION: A	<div>ENTER DCN: 1921C4289 SUP: ____</div> <div>** PLACE AN 'X' BY DESIRED METHOD **</div> <div>— ADD NON PROMIS VENDOR</div> <div>— ADD A PROMIS VENDOR BY VID, VID: ____</div> <div>— SELECT PROMIS VENDORS FROM AN ALPHA LIST</div> <div>— SELECT PROMIS ROTATED VENDORS BY COMMODITY</div> <div>X RETURN TO PREVIOUS MENU</div>	

Enter an “X” by the last option to return to the previous menu.

## ◆ UPDATE VENDOR IN BID ABSTRACT

```

PURQ000I      *** MSFC SMALL PURCHASES BID ABSTRACT ***      09/07/1999 11:51AM
ALLISPS      ALLISON  PS

SELECTION      DESCRIPTION
-----
A = ADD VENDORS TO BID ABSTRACT
B = UPDATE VENDOR IN BID ABSTRACT
C = DELETE VENDOR FROM BID ABSTRACT
D = UPDATE BID ABSTRACT
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)  POSTSCRIPT PRINTER
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER
--- NEW --- G = PRINT BID ABSTRACT             POSTSCRIPT PRINTER
? = HELP
Q = QUIT

SELECTION: B
| ENTER DCN: 1921C4289 SUP:  AND VID: ? |
| ** ENTER DCN, VID (OR '?' ) OR 'Q' TO QUIT ** |

```

Enter a “B” to update a vendor on the bid abstract. Enter Document Control Number (DCN), vendor code, if known, or a “?” to update vendor information pertinent to individual selected vendors in created bid abstract.

```

PURQ020I      SELECT PROMIS VENDORS FROM LIST      09/07/1999 02:27PM

PLACE AN 'X' 'B' DESIRED SELECTION

SEL VENDOR      VENDOR      CITY      ST ZIP  BUS-
CODE            CODE            CODE CODE
- 12345 AL WHOLESALE DRUG CO  HUNTSVILLE  AL 35801
- 10185 EXCEL TECHNOLOGIES INC  NORCROSS      GA 30093
- 15600 CAL WEST PRODUCTS      SAN DIEGO      CA 92121
-
- OPTOMECH DESIGN COMPANY  ALBUQUERQUE    NM 87107

```

Place an “X” by the desired vendor to begin update and hit <ENTER>.

PURQ020I                      SELECT PROMIS VENDORS FROM LIST                      09/07/1999 11:55AM

VID:                      \_\_\_\_\_

NAME:                      OPTOMECH DESIGN COMPANY\_\_\_\_\_

DIVISION:                      \_\_\_\_\_

STREET:                      2701-D PAN AMERICAN NE\_\_\_\_\_

CITY:                      ALBUQUERQUE\_\_\_\_\_

STATE:                      NM

ZIP:                      87107

PHONE:                      505-761-8250\_\_\_\_\_

CONTACT:                      R PLOURDE & D MILLER\_\_\_\_\_

ENTER INFO TO BE ADDED/MODIFIED OR LEAVE NAME BLANK TO EXIT

Vendor information is shown for any updates needed. This updates the bid abstract only; this does not update the vendor file in PROMIS. Hit <ENTER> to return to previous menu.

## ◆ DELETE VENDOR FORM BID ABSTRACT

INVALID SELECTION

PURQ000I                      \*\*\* MSFC SMALL PURCHASES BID ABSTRACT \*\*\*                      09/07/1999 11:59AM  
ALLISPS   ALLISON   PS

SELECTION                      DESCRIPTION

-----  
A = ADD VENDORS TO BID ABSTRACT  
B = UPDATE VENDOR IN BID ABSTRACT  
C = DELETE VENDOR FROM BID ABSTRACT  
D = UPDATE BID ABSTRACT  
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)    POSTSCRIPT PRINTER  
--- NEW --- F = PRINT RFQ'S 'OR ALL VENDORS    POSTSCRIPT PRINTER  
--- NEW --- G = PRINT BID ABSTRACT            POSTSCRIPT PRINTER  
? = HELP  
Q = QUIT

SELECTION: C

ENTER DCN: 1921C4289 SUP:    AND VID: ? \_\_\_\_\_  
\*\* ENTER DCN, VID (OR '?' 'R' 'Q' 'T' QUIT \*\*

Enter “C”, Document Control Number (DCN), and vendor code number, if known, to delete vendor from the bid abstract.

PURQ030I	SELECT PROMIS VENDORS FROM LIST	09/07/1999 12:00PM
PLACE AN 'X' BY DESIRED SELECTION		
SEL VENDOR CODE	VENDOR	CITY
X	OPTOMECH DESIGN COMPANY	ALBUQUERQUE
ST ZIP	BUS- CODE CODE	
NM 87107		
CONFIRM DELETE (Y OR N) N		

Vendors on the bid abstract will appear on the screen, place an “X” by the vendor to be deleted. Deletions from the bid abstract do not delete vendors from the PROMIS vendor file. Enter a “Y” or “N” to confirm the deletion.

## ◆ UPDATE BID ABSTRACT

PURQ000I	*** MSFC SMALL PURCHASES BID ABSTRACT ***	09/07/1999 12:01PM
ALLISPS	ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = ADD VENDORS TO BID ABSTRACT	
	B = UPDATE VENDOR IN BID ABSTRACT	
	C = DELETE VENDOR FROM BID ABSTRACT	
	D = UPDATE BID ABSTRACT	
--- NEW ---	E = PRINT RFQ (BLANK VENDOR NAME)	POSTSCRIPT PRINTER
--- NEW ---	F = PRINT RFQ's FOR ALL VENDORS	POSTSCRIPT PRINTER
--- NEW ---	G = PRINT BID ABSTRACT	POSTSCRIPT PRINTER
	? = HELP	
	Q = QUIT	
SELECTION: D	ENTER DCN: 1921C4289 SUP: ____ AND VID: ? ____	
	ENTER DCN AND (VID, OR '?', OR BLANK FOR ALL)	

Enter a "D" to update the bid abstract. Then enter the Document Control (DCN) and vendor number if known or a "?".

PURQ040I BID ABSTRACT UPDATE DCN: 1921C5002 VID: 16657 09/14/1999 01:04PM						
SOLICIT DATE (MMDDYYYY): _____			CLOSING DATE (MMDDYYYY): _____			
TYPE: _	ITEM	QTY	UNIT	UNIT COST	TOTAL COST	R
-----						
DESC: PROCURE SGI COMPUTER	1	4	EA	25.00	100.00	-
HARDWARE.	2	4	EA	25.00	100.00	-
						-
						-
VDR: SILICON GRAPHICS INC						-
DIV:						-
STR: 1500 PERIMETER PKWY						-
CITY: HUNTSVILLE						-
ST: AL ZIP: 35806						-
TOTAL BID FOR ALL ITEMS					200.00	-
QUOTE BY: _____				PHONE: _____		
DATE (MMDDYYYY): _____				FOB POINT: _____		
				DELIVERY: _____		
----- VENDOR PERFORMANCE -----				TERMS: _____		
CURR: 1 AWARDS	0% DISCREPANCY	NOTICE OF AWARD:		_____		
HIST: 8 AWARDS	0% DISCREPANCY	SHIPPING INFO:		_____		
ACCEPTANCE TIME:				_____		
LARGE/SMALL: _				LOW BID: _ DLR/MFG: _____		

Update this screen with pricing information received from individual vendors. Contractor's past performance is included in the left bottom corner of this screen. This information is based on computer calculations.

- ◆ PRINT RFQ (BLANK VENDOR NAME)
- ◆ PRINT RFQ'S FOR ALL VENDORS
- ◆ PRINT BID ABSTRACT

*** MSFC SMALL PURCHASES BID ABSTRACT ***		
PURQ000I	ALLISPS ALLISON PS	09/07/1999 12:05PM
SELECTION	DESCRIPTION	
-----	-----	
	A = ADD VENDORS TO BID ABSTRACT	
	B = UPDATE VENDOR IN BID ABSTRACT	
	C = DELETE VENDOR FROM BID ABSTRACT	
	D = UPDATE BID ABSTRACT	
--- NEW ---	E = PRINT RFQ (BLANK VENDOR NAME)	POSTSCRIPT PRINTER
--- NEW ---	F = PRINT RFQ'S FOR ALL VENDORS	POSTSCRIPT PRINTER
--- NEW ---	G = PRINT BID ABSTRACT	POSTSCRIPT PRINTER
	? = HELP	
	Q = QUIT	

SELECTION: E      ENTER SOLICITATION #: 1921C4289 SUP: \_\_\_\_

Select printing option as needed. Select “E” to print a blank RFQ for sending to the vendor of your choice. Select “F” to print an RFQ to send to each vendor to receive responses to quotes, or select “G” to print the bid abstract. On each option, enter the solicitation number pertinent to the printing request.

Follow the printing instructions given previously in this tutorial.

## ◆ HELP SCREEN

```
PURQ000I      *** MSFC SMALL PURCHASES BID ABSTRACT ***      09/07/1999 12:28PM
ALLISPS ALLISON PS

SELECTION  DESCRIPTION
-----
          A = ADD VENDORS TO BID ABSTRACT
          B = UPDATE VENDOR IN BID ABSTRACT
          C = DELETE VENDOR FROM BID ABSTRACT
          D = UPDATE BID ABSTRACT
--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)  POSTSCRIPT PRINTER
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER
--- NEW --- G = PRINT BID ABSTRACT             POSTSCRIPT PRINTER
          ? = HELP
          Q = QUIT

SELECTION: ?
```

Enter “?” to receive a help screen for this menu.

```
SMALL PURCHASES HELP SCREEN
MODE SELECTION

A - THIS SELECTION ALLOWS THE ADDITION OF VENDORS TO A SPECIFIC BID ABSTRACT.

B - THIS SELECTION ALLOWS THE UPDATE OF A SPECIFIC BIDDER THE ABSTRACT.

C - THIS SELECTION ALLOWS THE DELETION OF A SPECIFIC BIDDER FROM A BID
  ABSTRACT.

D - THIS SELECTION ALLOWS THE UPDATE OF ALL THE BIDDERS ON A SPECIFIC BID
  ABSTRACT.

E - THIS SELECTION PRINTS AN RFQ WITH A VENDOR'S NAME.

F - THIS SELECTION PRINTS AN RFQ FOR ALL THE VENDORS ON A BID ABSTRACT.

G - THIS SELECTION PRINTS AN RFQ FOR A SPECIFIC VENDOR ON A BID ABSTRACT.

Q - THIS SELECTION TAKES THE USER BACK TO THE SPS MENU.
```

## Help Screen

### ◆ QUIT

```
*** MSFC SMALL PURCHASES BID ABSTRACT ***
PURQ000I      ALLISPS  ALLISON  PS                      09/07/1999 12:28PM

SELECTION      DESCRIPTION
-----
A = ADD VENDORS TO BID ABSTRACT
B = UPDATE VENDOR IN BID ABSTRACT
C = DELETE VENDOR FROM BID ABSTRACT
D = UPDATE BID ABSTRACT

--- NEW --- E = PRINT RFQ (BLANK VENDOR NAME)  POSTSCRIPT PRINTER
--- NEW --- F = PRINT RFQ's FOR ALL VENDORS    POSTSCRIPT PRINTER
--- NEW --- G = PRINT BID ABSTRACT             POSTSCRIPT PRINTER
? = HELP
Q = QUIT

SELECTION: Q
```

Select a “Q” to quit this session and to return to the main menu.

### Section III

### ◆ PURCHASE ORDER (PO) PROCESSING FOR BASIC AWARDS AND MODIFICATIONS

```
*** MSFC SMALL PURCHASES SYSTEM ***
PSMU000I      ALLISPS  ALLISON  PS                      09/07/1999 12:29PM

SELECTION      DESCRIPTION
-----
A = PROCUREMENT REQUEST (PR) PROCESSING
B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING
C = PURCHASE ORDER (PO) PROCESSING
D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
E = PROMIS INQUIRY
Q = QUIT

SELECTION: C
```

Select “C” to process Purchase Orders and Modifications.



## ◆ AWARD PURCHASE ORDER AND MODIFICATIONS

PUP0000I	*** MSFC SMALL PURCHASES PO PROCESSING ***	09/07/1999 12:32PM
	ALLISPS ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
---	A = AWARD PURCHASE ORDER	
NEW	B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED	
---	C = UPDATE PO INFORMATION	
	D = UPDATE PO LINE ITEMS	
	E = CONTRACTING OFFICER APPROVAL	
	F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO	
	? = HELP	
	Q = QUIT	
SELECTION: A		
	ENTER PO #: H31715D__	MOD #: 0001 Number of Copies: 1

Enter "A" and the new purchase order number to initiate the award process. When issuing a modification to a basic award enter the purchase order number and the modification number. The modification field is four digits long with zeros preceding the mod number. For instance, for mod number 1, enter 0001. Proceed to enter modification data just like basic award through award process until you reach the last screen (Open Purchase Order). Directions are located at Open Purchase Order screen in this document.

ENTER A VALID VENDOR CODE OR A '?' TO SELECT A VENDOR		
PUP0010I	**PO AWARD FOR H88888D **	09/07/1999 12:33PM
ENTER SOLICITATION NUMBER: 1921C4289		
ENTER SUP NUMBER (IF NEEDED):		
ENTER VENDOR CODE OR ? FOR HELP: ?		

Enter information as shown on screen above and hit <ENTER>.

```
NO SOLICITATION RECORD FOR THIS VENDOR
PUP0010I                **PO AWARD FOR H31715D    **    09/07/1999 02:39PM
```

ENTER SOLICITATION NUMBER: 1921C4289

ENTER SUP NUMBER (IF NEEDED): \_\_\_\_

ENTER VENDOR CODE OR ? FOR HELP: ?

ENTER AN X TO SELECT OR A Q TO QUIT

_	12345	AL WHOLESALE DRUG CO	HUNTSVILLE	AL
_	10185	EXCEL TECHNOLOGIES INC	NORCROSS	GA
_	15600	CAL WEST PRODUCTS	SAN DIEGO	CA
_		OPTOMEC DESIGN COMPANY	ALBUQUERQUE	NM

USE SHIFT F4 TO SCROLL FORWARD AND SHIFT F3 TO SCROLL BACKWARD

Select vendor for award by placing an “X” to the left of the vendor code. If more vendors are to be listed, use shift F3 and F4 to scroll forward and backward to view all available vendors.

If you have entered a vendor without a vendor code you first must get a vendor code to award to that vendor.

```
PUP0010I                **PO AWARD FOR H31715D    **    09/07/1999 02:39PM
```

SOLICITATION NUMBER: 1921C4289

SUP NUMBER:

VENDOR CODE: 12345

ADDRESS:

-----

AL WHOLESALE DRUG CO

322 WASHINGTON NW  
HUNTSVILLE

REMIT ADDRESS:

-----

AL 35801

HIT ENTER TO ACCEPT

C TO CHANGE REMIT ADDRESS

S TO SELECT A DIFFERENT VENDOR: \_

Hit <ENTER> to accept vendor, place a “C” to change remit address or an “S” to select a different vendor.

PUP0020I	PR AWARD TO PO H31715D FOR VENDOR 10185	09/07/1999 02:43PM
ENTER PR NBR: _____		
SUP NBR: _____		
SPLIT NBR: _____		
DO NBR: _____		
AWARD DATE (MMDDYYYY): 00000000		
DELIVERY DATE (MMDDYYYY): 00000000		
DO YOU WANT TO AWARD ALL LINE ITEMS (Y/N) : _		

Enter Purchase Request (PR) number and award date above. The delivery date is only entered for charge accounts. Enter “Y” or “N” to confirm if all line items are awarded to this purchase. Hit <ENTER> to continue.

ANSWER MUST BE 'Y' OR 'N'		
PUP0020I	PR AWARD TO PO H54876D FOR VENDOR 24585	12/03/1999 07:57AM
ENTER PR NBR: 19EDC5325		
SUP NBR: _____		
SPLIT NBR: _____		
DO NBR: _____		
AWARD DATE (MMDDYYYY): 11221999		
DELIVERY DATE (MMDDYYYY): 00000000		
DO YOU WANT TO AWARD ALL LINE ITEMS (Y/N) : N		

If you choose “Y”, all line items will be awarded, if you choose “N”, follow steps below.

PUP0020I	PR: 19EDC5325	SUP: CA:	12/03/1999 07:57AM
AWARDED TO PO: H54876D		LINE ITEM: 1	LINE ITEM: 1
QTY: 1	UNIT: 1	COST:	TOTAL:
FSN: 0	PART:	CLASS:	
D: A PAPER STUDY WILL BE CONDUCTED TO REVIEW CANDIDATE PIN-TOOL MATERIALS			
E: FOR THE FRICTION STIR WELDING OF METAL MATRIX COMPOSITES AND HIGH MELTING			
S: POINT ALLOYS. DRAWINGS WILL BE PROVIDED BY NASA TO FABRICATE PIN-TOOLS.			
C: AT LEAST ONE PIN-TOOL COMPRISED OF THE SELECTED MATERIAL COMBINATIONS.			
R: ADDITIONAL PIN-TOOLS WILL BE DELIVERED IF FUNDING CONSTRAINTS PERMIT.			
I:			
P:			
T:			
I:			
O:			
N:			

```

:
:
:
+-----+
| DO YOU WANT TO AWARD THIS LINE ITEM AS SHOWN (Y/N): |
+-----+

```

Enter the line item number at the top right side of the screen and hit <ENTER>. Enter a “Y” or “N” if this line item should be award to the Purchase Order (PO). This process will continue until all line items have been viewed for award.

## ◆ ENTER SUPPLEMENTAL FUNDS TO PURCHASE ADDITIONAL ITEMS

```

ANSWER MUST BE 'Y' OR 'N'

PUP0020I                PR AWARD TO PO H54876D        12/03/1999 07:57AM
                        FOR VENDOR 24585

ENTER PR NBR: 19EDC5325
SUP NBR: 01
SPLIT NBR: ____
DO NBR: ____
AWARD DATE (MMDDYYYY): 11221999
DELIVERY DATE (MMDDYYYY): 00000000

DO YOU WANT TO AWARD ALL LINE ITEMS (Y/N) : N

```

When ordering additional items with a Procurement Request (PR) Supplement, the steps are the same as for the basic PR, except that the supplement number (a two digit number, 01, 02, - 99) is entered on the screen (SUP NBR:).

## ◆ ADDITIONAL STEPS ARE INVOLVED FOR ENTERING SUPPLEMENTAL FUNDS TO INCREASE DOLLARS ONLY.

### STEP 1 – BID ABSTRACT

PURQ040I      BID ABSTRACT UPDATE DCN: 1921C5002 VID: 16657    09/14/1999 01:04PM							
SOLICIT DATE (MMDDYYYY): _____				CLOSING DATE (MMDDYYYY): _____			
TYPE: _	ITEM	QTY	UNIT	UNIT COST	TOTAL COST	R	
-----							
DESC: PROCURE SGI COMPUTER	1	4	EA	25.00	100.00	_	
HARDWARE.	2	4	EA	25.00	100.00	_	
						_	
						_	
VDR: SILICON GRAPHICS INC						_	
DIV:						_	
STR: 1500 PERIMETER PKWY						_	
CITY: HUNTSVILLE						_	
ST: AL ZIP: 35806	TOTAL BID FOR ALL ITEMS				200.00	_	
QUOTE BY: _____				PHONE: _____			
DATE (MMDDYYYY): _____				FOB POINT: _____			
				DELIVERY: _____			
----- VENDOR PERFORMANCE -----				TERMS: _____			
CURR: 1 AWARDS	0% DISCREPANCY	NOTICE OF AWARD:		_____			
HIST: 8 AWARDS	0% DISCREPANCY	SHIPPING INFO:		_____			
ACCEPTANCE TIME:				_____			
LARGE/SMALL: _				LOW BID: _ DLR/MFG: _____			

In these cases, additional items are not being awarded, but existing funds were insufficient for procurement of the original items.

The Bid Abstract must reflect the correct dollar value for each line item to be purchased. When supplemental funds are received, each line item in the bid abstract must have the dollar values reconfigured to include supplemental dollars.

## STEP 2 – ADD A LINE ITEM

PUPR060I		ADD PR LINE ITEM TO DCN: 1921C4289 SUP:		09/07/1999 11:15AM	
LINE ITEM:	QTY:	UNIT:	COST:		
	FSN:	PART:	CLASS:		
D: _____					
E: _____					
S: _____					
C: _____					
R: _____					
I: _____					
P: _____					
T: _____					
I: _____					
O: _____					
N: _____					
:					
:					

:	_____
:	_____
:	_____
:	_____
:	_____

To add additional funds (without buying additional items) a line item must be entered for those funds. The above screen should be completed as follows:

- A. Quantity: = 0
- B. Total: (dollar amount) = dollar amount of fund increase only.
- C. Description will be reason for dollar increase; i.e. shipping & handling, increase funds, etc.

STEP 3 – AWARD PROCESS

Additional steps are involved to award Purchase Orders to which additional funds (but no additional items procured) have been added by a supplement to the Purchase Order.

- A. Award basic Procurement Request (PR) as shown under “award Process” section of this document.
- B. After entering the PR Supplement Number the screen will prompt you to answer, “Do you want to award all line items?” Enter “N” as shown on screen below.

PUP0020I	PR AWARD TO PO H31715D FOR VENDOR 10185	09/07/1999 02:43PM
<p>ENTER PR NBR: _____</p> <p>SUP NBR: _____</p> <p>SPLIT NBR: _____</p> <p>DO NBR: _____</p> <p>AWARD DATE (MMDDYYYY): 00000000</p> <p>DELIVERY DATE (MMDDYYYY): 00000000</p> <p>DO YOU WANT TO AWARD ALL LINE ITEMS (Y/N) : N</p>		

- C. The line item associated with the supplement number entered will be displayed.

PUPO020I AWARD DCN: 11E3D0589 SUP: _____		LINE ITEM: 1	11/14/2000 10:57AM
TO PO: H78819D CA: 01F LINE ITEM: 003			
QTY: 0	UNIT: _____	COST: 3347.00	TOTAL: 3347.00
FSN: 4820	PART: _____	CLASS: _____	
D: 1.5 INCH 667-EZ-DVC5010 GLOVE VALVE SAME AS ON SN 10795276 TAG: TCV-103			
E:	_____		
S:	_____		
C:	_____		
R:	_____		
I:	_____		
P:	_____		
T:	_____		
I:	_____		
O:	_____		
N:	_____		
:	_____		
:	_____		
:	_____		
:	_____		
:	_____		
:	_____		
:	_____		

- D. Enter these items:
1. Line Item = Enter the next sequential line item number (following the actual procured line item). For instance, if basic Procurement Request (PR) awarded two line items of procured items, the funding only line item should be assigned 003 (the line item number is a 3-digit field, with zeros preceding anyone or two-digit numbers).
  2. Quantity = 0
  3. Hit <ENTER>.
  4. Enter “Y” to award line item.
  5. Complete PO screen as for basic award or modification as applicable.

PUPO030I		*** OPEN PURCHASE ORDER ***	09/07/1999 03:05PM
P.O. NUMBER: H33333D	MOD NUMBER: _____	DO #:	
P.O. TYPE: _____	MOD TYPE: _	BOA/GSA #: _____	
P.P. CODE: _____	CHARGE ACCT FLAG: _	PHONE ORDER(Y/N): _	
BUYER: 22-C GLORIA COFFEY		PHONE EXT: 9187	
ADMIN/MGR: _____		PHONE EXT: 0000	
CONTR/OFF: 22-A LYDIA BUTLER		PHONE EXT: 0304 APPROVED:	
EFFECTIVE DATE (MMDDYYYY): 00000000		AWARD DATE (MMDDYYYY): 08241999	
REQ DEL DATE (MMDDYYYY): 00000000		PD OF PERFORMANCE (MMDDYYYY): 00000000	
PO ORDER: _		PO REMARKS: _____	
DO ORDER: _		DO REMARKS: _____	
P.O. DESCRIPTION: TEST _____			

OBLIGATED AMOUNT: 0.00		PO VALUE: 0.00
VENDOR CODE: 52361		NAME: @ONCE
MINORITY: _	WOMAN OWNED: _	
CONTACT: _____	PHONE: _____	
FOB(D/O): _	DO RATING: _	TERMS: _____

Enter fields on this screen to complete award.

For a modification the Purchase Order modification type must be entered on this screen ("C", Change Order; "A", Administrative Change; "S", Supplemental Agreement; and "D", Other). Enter Effective Date and Period of Performance Date. Enter Required Delivery date as on basic award unless this modification revises delivery date. In that case a new Period of Performance that is after the delivery date would normally be entered.

MORE		
Page	1	99-09-07 15:05:03
<p>PO H33333D      AWARD COMPLETE</p> <p>HIT ENTER TO RETURN TO MENU</p>		

A message will appear to confirm that award is complete.

## ◆ SPLIT PR AWARD PROCESSING

For various reasons, a Procurement Request (PR) might be awarded in phases or increments rather than at one time. Such as when one PR is awarded to multiple vendors or the PR is awarded in increments or other times when a contractual action is not the final action. This activity is called a split contractual action.

Purchase Requests (PR) with splits maybe awarded in SPS only if one accounting code is listed on the PR. If the PR has more than one accounting



code, an SPS message will state that the purchase order must be forwarded to PROMIS and awarded manually.

## Steps to Award a Purchase Request (PR) with a Split

1. PR information must be updated with TPA Code and the appropriate split number. Example 01P, the split number can go through 99F. The “P” stands for partial, the 01P means first and partial time that this PR will be used. The “F” stands for the final action that will finalize the award of this PR. Ex. 02F is second and final action. All actions must be awarded before the PR is closed. If one action is missing the PR will remain open on the PR list. Example 01P, and 03F actions have been processed, but will stay open until the 02P has been processed.
2. The award process for a split action is the same as an award for a 01F (first and final) action. Proceed as previously described in this manual for awarding a PR.

## ◆ PRINT PURCHASE ORDER

PUP0000I	*** MSFC SMALL PURCHASES PO PROCESSING ***	09/07/1999 03:11PM
	ALLISPS ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = AWARD PURCHASE ORDER	
--- NEW ---	B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED	
	C = UPDATE PO INFORMATION	
	D = UPDATE PO LINE ITEMS	
	E = CONTRACTING OFFICER APPROVAL	
	F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO	
	? = HELP	
	Q = QUIT	
SELECTION: B		
	ENTER PO #: H33333D__	Number of Copies: 1

Enter “B”, Purchase Order (PO), and number of copies to print of the PO.

The steps to print and to set up printer are shown in detail earlier in this handout.

## ◆ UPDATE PO INFORMATION

PUP0000I	*** MSFC SMALL PURCHASES PO PROCESSING ***	09/07/1999 03:22PM
ALLISPS	ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
---	A = AWARD PURCHASE ORDER	
NEW	B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED	
---	C = UPDATE PO INFORMATION	
	D = UPDATE PO LINE ITEMS	
	E = CONTRACTING OFFICER APPROVAL	
	F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO	
	? = HELP	
	Q = QUIT	
SELECTION: C		
	ENTER PO #: H33333D	Number of Copies: _

Enter "C" to update Purchase Order (PO) information and hit <ENTER>.

PUP0050I	*** OPEN PURCHASE ORDER ***	09/07/1999 03:26PM
P.O. NUMBER: H33333D	MOD NUMBER:	DO #:
P.O. TYPE: FP	MOD TYPE: _	BOA/GSA #: _____
P.P. CODE: IC	CHARGE ACCT FLAG: _	PHONE ORDER(Y/N): N
BUYER: 22-C GLORIA COFFEY		PHONE EXT: 9187
ADMIN/MGR: 22-C GLORIA COFFEY		PHONE EXT: 9187
CONTR/OFF: 22-A LYDIA BUTLER		PHONE EXT: 0304 APPROVED:
EFFECTIVE DATE (MMDDYYYY): 08241999		AWARD DATE (MMDDYYYY): 08241999
REQ DEL DATE (MMDDYYYY): 09011999	PD OF PERFORMANCE (MMDDYYYY): 09011999	
PO ORDER: X	PO REMARKS: _____	
DO ORDER: _	DO REMARKS: _____	
P.O. DESCRIPTION: TEST	_____	
	_____	
	_____	
	_____	

OBLIGATED AMOUNT: 0.00	PO VALUE: 0.00
VENDOR CODE: 52361	NAME: @ONCE
MINORITY: _	WOMAN OWNED: _
CONTACT: JANE DOE	PHONE: 256-123-4567
FOB(D/O): D	TERMS: 1 %
DO RATING: C9	

Make desired changes to the PO on the screen and hit <Enter>.

## ◆ UPDATE PO LINE ITEMS

```

*** MSFC SMALL PURCHASES PO PROCESSING ***
PUP0000I      ALLISPS  ALLISON  PS                      09/07/1999 03:27PM

      SELECTION  DESCRIPTION
      -----
      A = AWARD PURCHASE ORDER
--- NEW --- B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED
            C = UPDATE PO INFORMATION
            D = UPDATE PO LINE ITEMS
            E = CONTRACTING OFFICER APPROVAL
            F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO
            ? = HELP
            Q = QUIT

SELECTION: D
ENTER PO #: H33333D   Number of Copies: _

```

Enter “D” and Purchase Order (PO) to update PO line items.

```

PUP0060I      UPDATE PO: H33333D      LINE ITEM: 1      09/07/1999 03:28PM
NEXT ITEM: ____ QTY: 1      UNIT: EA COST:      TOTAL:
                FSN: 7777      PART:      CLASS:

D: TEST
E:
S:
C:
R:
I:
P:
T:
I:
O:
N:
:
:
:
:
:

```

:

Make post award updates to line items from this screen.

## ◆ CONTRACTING OFFICER APPROVAL

```
*** MSFC SMALL PURCHASES PO PROCESSING ***
PUP0000I      ALLISPS  ALLISON  PS                      09/07/1999 03:29PM

      SELECTION  DESCRIPTION
      -----
      A = AWARD PURCHASE ORDER
--- NEW --- B = PRINT PURCHASE ORDER  POSTSCRIPT PRINTER REQUIRED
      C = UPDATE PO INFORMATION
      D = UPDATE PO LINE ITEMS
      E = CONTRACTING OFFICER APPROVAL
      F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO
      ? = HELP
      Q = QUIT

SELECTION: E
```

This option (“E”, Contracting Officer Approval) is not available at this time, maybe reinstated at a later date.

## ◆ DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO

```
*** MSFC SMALL PURCHASES PO PROCESSING ***
PUP0000I      ALLISPS  ALLISON  PS                      09/07/1999 03:31PM

      SELECTION  DESCRIPTION
      -----
      A = AWARD PURCHASE ORDER
--- NEW --- B = PRINT PURCHASE ORDER  POSTSCRIPT PRINTER REQUIRED
      C = UPDATE PO INFORMATION
      D = UPDATE PO LINE ITEMS
      E = CONTRACTING OFFICER APPROVAL
      F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO
      ? = HELP
      Q = QUIT
```

SELECTION: F

ENTER PO #: H33333D\_\_\_\_ Number of Copies: \_

Enter "F" and Purchase Order (PO) number to disapprove a Credit Card, but for a Purchase Order or a Manual LI PO, the contracting officer must disapprove them.

MORE

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99-09-07 15:33:13

1921C3101 AND ALL LINE ITEMS HAVE BEEN REOPENED

This screen confirms that the Purchase Request (PR) and line items have been reopened.

## ◆ HELP (?)

```
*** MSFC SMALL PURCHASES PO PROCESSING ***
PUP0000I  ALLISPS  ALLISON  PS                      09/07/1999 03:33PM

SELECTION  DESCRIPTION
-----
A = AWARD PURCHASE ORDER
--- NEW --- B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED
C = UPDATE PO INFORMATION
D = UPDATE PO LINE ITEMS
E = CONTRACTING OFFICER APPROVAL
F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO
? = HELP
Q = QUIT

SELECTION: ?
```

Enter a “?” to view a help screen related to this section.

SMALL PURCHASES HELP SCREEN

MODE SELECTION

- A - THIS SELECTION ALLOWS THE AWARD OF A PO.
- B - THIS SELECTION PRINTS A PO.
- C - THIS SELECTION ALLOWS THE UPDATE OF INFORMATION FOR A PO.
- D - THIS SELECTION ALLOWS THE UPDATE OF LINE ITEMS FOR A PO.
- E - THIS SELECTION ALLOWS APPROVAL OF A PO BY THE CONTRACTING OFFICER.
- Q - THIS SELECTION TAKES THE USER BACK TO THE SPS MENU.

## Help Screen

### ◆ QUIT

\*\*\* MSFC SMALL PURCHASES PO PROCESSING \*\*\*  
PUP0000I ALLISPS ALLISON PS

09/07/1999 03:33PM

SELECTION	DESCRIPTION
-----------	-------------

-----	-----
	A = AWARD PURCHASE ORDER
--- NEW ---	B = PRINT PURCHASE ORDER POSTSCRIPT PRINTER REQUIRED
	C = UPDATE PO INFORMATION
	D = UPDATE PO LINE ITEMS
	E = CONTRACTING OFFICER APPROVAL
	F = DISAPPROVE CHG ACCT/CR CARD/MANUAL LI PO
	? = HELP
	Q = QUIT

SELECTION: Q

Enter a “Q” to quit this session.

## ◆ AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)

PSMU000I	*** MSFC SMALL PURCHASES SYSTEM ***	09/07/1999 03:36PM
	ALLISPS ALLISON PS	
SELECTION	DESCRIPTION	
-----	-----	
	A = PROCUREMENT REQUEST (PR) PROCESSING	
	B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING	
	C = PURCHASE ORDER (PO) PROCESSING	
	D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)	
	E = PROMIS INQUIRY	
	Q = QUIT	
SELECTION: D		

Enter “D” to enter the APRS System.

Call Regina Pettis @ 544-3482 for assistance.

Always use PROMIS to enter APRS, this will avoid fatal error to the PROMIS database during lockout periods, such as Fridays and end of the month reporting.

## ◆ PROMIS INQUIRY

```

*** MSFC SMALL PURCHASES SYSTEM ***
PSMU000I      ALLISPS  ALLISON  PS                      09/07/1999 03:37PM

      SELECTION  DESCRIPTION
      -----
      A = PROCUREMENT REQUEST (PR) PROCESSING
      B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING
      C = PURCHASE ORDER (PO) PROCESSING
      D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
      E = PROMIS INQUIRY
      Q = QUIT

SELECTION: E

```

Enter "E" to enter the PROMIS Inquiry System.

```

*** PROCUREMENT MANAGEMENT INFORMATION SYSTEM ***
PIMU000I      ALLISPS  ALLISON  PS                      09/07/1999 15:38

SEL      DESCRIPTION                                SEL      DESCRIPTION
---      -
A = PLANNED PROCUREMENTS                            M = VENDORS (BY NAME OR AWARDS)
B = PROCUREMENT REQUEST OPEN                        N = VENDOR PROFILE
C = PROCUREMENT REQUEST CLOSED                     O = CREDIT CARD VENDOR LOOKUP
D = PROCUREMENT REQUEST STATUS                     P = VENDOR SOURCES
E = CONTRACT OPEN                                  Q = SOLICITATIONS
F = CONTRACT CLOSED                                R = BUYER/MANAGER CODES
G = CONTRACT MOD OPEN                              S = COMMODITY CODES
H = CONTRACT MOD CLOSED                            T = TPA CODES
I = PURCHASE ORDER OPEN                            U = SECURITY
J = PURCHASE ORDER CLOSED                          V = DOCUMENTATION
K = PR/CONTRACT/PO HISTORY                         W = SUPAR (UNILATERAL ACTIONS)
L = CONTRACT/PURCHASE ORDER STATUS                 X = F.O.B. FOR OPEN PURCHASE ORDERS
                                                    Y = AUDIT

                        MODE:  _
                        SEL:  _

MODE: SI SIMPLE INQ, LI LIST INQ, DI DETAIL INQ, LP LIST PRINT, DP DETAIL PRINT
      BU BUYER UPDATE, OU ORIG UPDATE, Q QUIT      (? HELP, F2 MENU, F11 LOGOFF)

```

This is the Main Menu for the PROMIS Inquiry System.

## ◆ Quit SPS

```

*** MSFC SMALL PURCHASES SYSTEM ***
PSMU000I      ALLISPS  ALLISON  PS                      09/07/1999 03:39PM

      SELECTION  DESCRIPTION
      -----
      A = PROCUREMENT REQUEST (PR) PROCESSING

```



```
B = REQUEST FOR QUOTE (RFQ/ABSTRACT) PROCESSING
C = PURCHASE ORDER (PO) PROCESSING
D = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
E = PROMIS INQUIRY
Q = QUIT
```

SELECTION: Q

Enter “Q” to exit the Small Purchase Subsystem (SPS) and return to the PROMIS directory menu.

```
*** MSFC PROCUREMENT OFFICE SOFTWARE DIRECTORIES ***
PDMU000I      ALLISPS  ALLISON  PS                      09/07/1999 03:40PM

  DIRECTORY    DESCRIPTION
  -----
      A = PROMIS INQUIRY
      B = PROMIS UPDATE
      C = PROMIS BATCH
      D = PROMIS MANAGEMENT QUERIES
      E = SMALL PURCHASES SYSTEM (SPS)
      F = AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS)
      G = ACQUISITION MANAGEMENT SUBSYSTEM (AMS)
      H = PROCUREMENT RECEIVING MODULE (PRM)
      I = SUBCONTRACT SUBSYSTEM (SUBS)
      J = QUERY LIBRARY
```

SELECTION: \_

? HELP, F11 LOGOFF

To exit the MIS3090, hit F11 or File and Exit to logoff.

